



DEPARTMENT OF THE ARMY
U.S. ARMY RESERVE PERSONNEL COMMAND
1 RESERVE WAY
ST. LOUIS, MISSOURI 63132-5200

REPLY TO
ATTENTION OF

Acquisition Personnel
Management Division

Dear Reserve Officer:

The U.S. Army Reserve (USAR) has established an Acquisition Personnel Management Division (APMD) at this Command. Our responsibility is to validate or revalidate and access qualified or potential USAR Acquisition Workforce/Corps(UAW/C) soldiers based on position requirements and the overall needs of the Service. You are requested to complete the attached data call packet even if you have previously been provided Acquisition Workforce/Corps membership. This will allow our office to update your status and enter information into the Army Reserve Acquisition Corps Management Information System (ARACMIS) database.

Your completed packet will be boarded and you will be provided with the results. If accessed by the board, we will determine the training required to continue your development as an UAW/C professional. If you are an Active Guard Reserve (AGR) officer, you'll be identified for possible rotation into various acquisition positions within the USAR. Since UAW/C soldiers can dual track, those accessed will still be eligible for basic branch or other functional area (FA) assignments. Medical Service Corps officers selected to participate will be single tracked within the functional area 70K (Medical Logistics) and given an Acquisition Corps Additional Skill Identifier(ASI).

Completion of this packet is extremely important to your future career in the Army Acquisition Corps. If additional information is needed, call this office at 1-800-325-4972, option 1 or DSN: 892-0608.

Sincerely,

GENA M. BONINI
MAJ, QM
Chief, Acquisition Personnel
Management Division

Enclosure

**ARMY ACQUISITION WORKFORCE/CORPS-RESERVE COMPONENT
(AAW/C-RC) DATA CALL**

NOTIFICATION UNDER THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 301. Title 10, U.S.C. **PRINCIPAL PURPOSE:** Used to collect information pertaining to the Acquisition Workforce. **ROUTINE USES:** To provide individual information to DoD about Acquisition Workforce. **DISCLOSURE:** Voluntary. Failure to provide information may result in inadequate information and may affect individual development, certification and assignment eligibility.

The Defense Acquisition Workforce Improvement Act (DAWIA), Title XII of Public Law 101-510 and 10 U.S. Code 1732 set the statutory standards for Acquisition Corps membership and career management. The mission of the Army Acquisition Corps (AAC) is to create a corps of dedicated military and civilian acquisition leaders which capitalizes on the operational experience of the military officers and the technical skills of the civilians. Since most Reserve Component AAC officers acquire qualifying acquisition experience in their civilian careers, they can bring a mix of both attributes to their acquisition assignment.

This survey is intended to determine your qualifications for accession into the Army Acquisition Workforce/Corps (Reserve Component). This in turn will determine your eligibility for assignment to Functional Areas 51 "Research, Development and Acquisition". Even if you hold such a position now (unless you satisfy AAW/C-RC membership criteria), you may not be eligible for reassignment to another acquisition position, nor for retention in your current assignment.

Return this packet to:

**AR-PERSCOM
ATTN: ARPC-ARO-F
1 RESERVE WAY
St. Louis, MO 63132-5200**

**FAILURE TO RETURN THIS SURVEY MAY RESULT IN YOUR BEING REMOVED
FROM YOUR CURRENT SELECTED RESERVE ASSIGNMENT AND EXCLUDED FROM
FUTURE CONSIDERATION FOR FUNCTIONAL AREAS 51 ASSIGNMENTS.**

GENERAL

Name: _____

Rank: _____ SSN: _____

Telephone Number: (H) _____ (B) _____

Facsimile Number: (H) _____ (B) _____

E-mail address: _____

Would you be interested in possible Active Duty Tour lengths of:

	Y	N
1 – 12 days	_____	_____
12 – 30 days	_____	_____
30 – 90 days	_____	_____
90 + days	_____	_____

List any languages (other than English) you speak and indicate the level of proficiency:

Language	Novice	Intermediate	Expert
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all countries (other than the U.S.) in which you have had military or civilian business experience.

Have you previously been granted accession into the Acquisition Workforce/Corps?

_____ Y _____ N If Yes, please provide supporting documentation of membership (i.e., certificate, letter, ACRB, etc.).

Clearly cross-reference all supporting documentation to area of reference; i.e., General, Training, Education or Experience.
Do not include information not specifically requested.

TRAINING

List all Defense Acquisition University (DAU) courses listed in Appendix A that you have completed (to include “equivalent” and “predecessor” courses). Provide supporting documentation, i.e., certificate, ACRB, etc. (Use additional sheets if needed.)

Course number and Title

Date Completed

EDUCATION

Do you have at least 24 semester credit hours (or equivalent) at the Baccalaureate or higher level, in the following disciplines: Accounting, Business Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Quantitative Methods, and Organization, Marketing and Management? Y ____ N ____

If not, do you have at least 24 semester credit hours (or equivalent) in your acquisition career field plus at least 12 semester credit hours (or equivalent) in the above disciplines? Y ____ N ____

Please provide “**HIGHLIGHTED**” transcripts indicating all Baccalaureates or higher level courses, which you have completed, (even if you checked ‘no’ in both blocks) and which fall within the listed disciplines. The transcript(s) need not be certified.

Clearly cross-reference all supporting documentation to area of reference; i.e., General, Training, Education and Experience.
Do not include information not specifically requested.

EXPERIENCE

Indicate the number of Acquisition years of experience that you have, either within DoD or in comparable positions outside of DoD that fall within the eleven career field descriptions listed in Appendix B. _____ = (Total Years)

Number of Years	Career Field	DoD or Industry
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(The above must be supported in Addendum ‘A’ to your military biography.)

Please indicate if previously awarded a DoD Certification level of I, II, or III, in any of the eleven career fields (Appendix B) and provide supporting documentation (i.e., certificate, letter, ACRB, etc.).

Career Field	Level of Certification
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A sample Military Biographical Summary with Instructions is attached as enclosure 1 along with Addendum ‘A’; AAC Related Experience. We request you create your Military Biography in the exact format and return it as part of the packet.

Addendum ‘A’ is very important and should include all DoD and Civilian Acquisition experience that falls within the eleven career fields listed in Appendix B.

Clearly cross-reference all supporting documentation to area of reference; i.e., General, Training, Education or Experience.
Do not include information not specifically requested.

BIOGRAPHICAL SUMMARY

As of dd Month 199y

PATRIOT, John Liberty, 000-00-0000

Colonel, Engineer, USAR

Date and Place of Birth: 4 July 1944, Indianapolis, Indiana

Mandatory Removal Date: 10 July 2000

Home Address: 1700 W. Shirley Road
Glen Burnie, Maryland 21061

Present Assignment: Engineer Staff Officer (IMA),
Office of the Chief of Engineers,
Washington, DC

Civilian Occupation: General Manager, XYZ Corporation

Enlisted Service:

RA 25 February 1967 - 19 March 1968

Source and Date of Commission or Appointment:

ROTC, 11 June 1970 (Distinguished Graduate)

Total Years of Commissioned Service:

Over 25 years

Total Years of Service: (Commissioned and Enlisted)

Over 27 years

<u>Year</u>	<u>Completed</u>
<u>Military Education:</u> (show resident or nonresident)	
Engineer School, Officer Basic Course (resident)	1971
Engineer School, Officer Advanced Course (nonresident)	1974
Command & General Staff College (nonresident)	1980
National Defense University, National Security Management Course (nonresident)	1986
Army War College (nonresident)	1992

* **YOUR SIGNATURE** *

(NOTE 1: Signature goes at the bottom of the first page, regardless of where you are in your summary.) (NOTE 2: The following items must appear in bold print: Name, SSN, Grade, and Labels for DOB, MRD, Home Address, Present Assignment, and Civilian Occupation.) (NOTE 3: The following items must be bold and underlined: The "As of date", and all paragraph/section/heading titles following Civilian Occupation).

PATRIOT, John L., 000-00-0000

As of dd Month 199y

**Educational Degrees: (School, city, state,
degree, major & date)**

Year Received

Austin Peay State University, Clarksville, TN
B.S. (Psychology)
Webster University, St. Louis, MO
M.B.A. (Business Admin)

1970

1985

**Decorations, Service Medals, and Badges: (list by precedence and
include year(s) awarded)**

Bronze Star (1971)
Meritorious Service Medal (1991)
Air Medal with numeral 2 (1971)
Army Commendation Medal with two Oak Leaf Clusters (1973, 1982,
1986)
Presidential Unit Citation (1971)
Meritorious Unit Commendation (1971)
Good Conduct Medal (1968)
Army Reserve Components Achievement Medal with two Oak Leaf
Clusters (1976, 1982, 1992)
National Defense Service Medal with one Bronze Star (1969, 1991)
Vietnam Service Medal (1971)
Southwest Asia Service Medal (1991)
Armed Forces Reserve Medal with Hourglass Device (1981, 1991)
Army Service Ribbon (1981)
Republic of Vietnam Gallantry Cross Unit Citation (1971)
Republic of Vietnam Campaign Medal (1971)
Kuwait Liberation Medal (1991)

Chronological List of Appointments:

2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 85
COL	USAR	10 Mar 90

**Chronological Record of Duty Assignments: (By Category, in
chronological order, accounting for all time without
abbreviations.) (Start with date of appointment.)**

	<u>DMOS</u>	<u>From</u>	<u>To</u>
<u>ACTIVE DUTY</u> (show casual status and non-rated periods)			
Student, Engineer School, Fort Belvoir, VA	21A00	Jun 71	Feb 71
Casual Status	21A00	Feb 71	Mar 71

PATRIOT, John L., 000-00-0000

As of dd Month 199y

	<u>DMOS</u>	<u>From</u>	<u>To</u>
<u>ACTIVE DUTY (Cont'd):</u>			
Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, Vietnam	21B00	Apr 71	Oct 71
S-2, 3rd Battalion, 16th (non-rated)	21B00	Nov 71	Dec 71
(do not repeat all unit information)			
<u>USAR - Not on Active Duty:</u>			
Platoon Leader, 331st MP Co, OH	31A00	Jan 72	May 72
<u>NATIONAL GUARD - Not on Active Duty:</u>			
Assistant S-4, 1st Battle Group - Ohio	92A00	Jun 72	Sep 73
<u>USAR - Not on Active Duty:</u>			
Plans & Policy Officer (IMA), Fort Huachuca, AZ	54A35	Oct 73	Jan 74
Plans & Policy Officer, 310th Support Command, Fort Belvoir, VA	54A00	Jan 74	Feb 75
Deputy Assistant Chief of Staff, Services 310th TAACOM, Fort Belvoir, VA (Jul 73 - Sep 73 ADSW)	01A00		
Executive Officer, HHC, 310th Support Command	92A00	Mar 75	Aug 83
<u>USAR - AGR:</u>			
Personnel Management Officer, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, MO	41A21	Aug 83	Mar 84
Chief, Engineer Branch	41A21	Mar 84	Oct 86
Staff Officer, Personnel Division, Office of Chief, Army Reserve, Washington, DC	41A00	Oct 86	Mar 88
<u>USAR - Not on Active Duty:</u>			
Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC	21D00	Mar 88	Jan 91
Assistant Chief, Administrative Spt Team Sixth Army Eval HQ Cp Roberts, CA (Jun 89 - Jun 89 ADSW)	01A00		
<u>ACTIVE DUTY:</u>			
Engineer Staff Officer, HQ, 18th Airborne Corps, Saudi Arabia	21B5P	Jan 91	Jun 91
<u>USAR - Not on Active Duty:</u>			
Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC	21D00	Jul 91	Present

PATRIOT, John L., 000-00-0000

As of dd Month 199y

USAR - Not on Active Duty (Cont'd)

DMOS

From To

* Deputy Chief of Staff (RTU), 5778th COSCOM,
Dallas, TX (Jul 92 - Dec 93 attached for
points only)

92A00

(To account for AT, ADT or ADSW tours **for which an OER or AER was rendered while you were assigned to another unit**, place entry below unit of assignment with period of duty shown in parenthesis (see example above)).

* **Show RTU duty only if an OER was rendered.**

******Submit original and one copy******

Addendum 'A' to
Biographical Summary
AAW/AAC-RC Related Experience - Civilian and Military

As of dd Month 199y

PATRIOT, John L., 000-00-0000

August 93 to Present: General Manager, XYZ Corporation
Glen Burnie, Maryland

- a) **DoD Career Code _____ (For DoD Civilians)
- b) Relates to career field; _____ (see Appendix
- c) Nature, Scope, and Extent of Responsibilities:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold through-out the United States, Canada, and Mexico. Supervises a staff of three vice presidents with overall responsibility for 200 employees at three locations. Annual operating budget for 1995 is in excess of \$9 million. Position requires worldwide travel to customer locations.

March 88 to July 93: Program Manager, Applied Technologies
St. Louis, Missouri

- a) **DoD Career Code _____ (For DoD Civilians)
- b) Relates to career field; _____ (see Appendix B)
- c) Nature, Scope, and Extent of Responsibilities:

XX
XX
XX
XX

**** NOTE:** Indicate if you held or hold a DoD contracting officers warrant and for what amount on the same line as DoD Career Code.

Please limit each duty description to eight lines.

Appendix A

DAU COURSE INDEX

ACQ 101 Fundamentals of Systems Acquisition Management

Predecessors:

PMT 101 Fundamentals of System Acquisition Management-DSMC-26 [BB1]

ACQ 201 Intermediate Systems Acquisition

Predecessors:

PMT 201 Intermediate Systems Acquisition-DSMC-37 [BB6]

ACQ 401 Senior Acquisition Course

ACQ 402 Executive Management Course

ACQ 403 Defense Acquisition Executive Overview Workshop

ACQ 404 Systems Acquisition Management Course for General/Flag Officers

ACQ 405 Executive Refresher Course

AUD 1130 Technical Indoctrination

AUD 1320 Intermediate Contract Auditing

AUD 4120 Statistical Sampling

AUD 4230 Graphic, Computational, & Improvement Curve Analysis Techniques

AUD 8560 DCAA Supervisory Skills Workshop

BCF 101 Fundamentals of Cost Analysis

Predecessor:

BCE 101 Fundamentals of Cost Analysis

BCF 102 Fundamentals of Earned Value Management

Predecessors:

BFM 102 Contract Performance Management Fundamentals [Q1B]

BCF 202 Intermediate Contractor Performance Measurement [QTT,QMK]

BCF 103 Fundamentals of Business Financial Management

Predecessors:

BFM 201 Systems Acquisition Funds Management [PCW]
BCF 201 Systems Acquisition Funds Management-DSMC-9 [OHZ,PCW]

BCF 203 Intermediate Earned Value Management

BCF 204 Intermediate Cost Analysis

Predecessor:

BCE 204 Intermediate Cost Analysis [Q2B]

BCF 205 Contractor Finance for Acquisition Managers

BCF 206 Cost Risk Analysis

Predecessor:

BCE 206 Cost Risk Analysis [Q2C]

BCF 207 Economic Analysis

Predecessor:

BCE 207 Economic Analysis [Q2D]

BCF 208 Software Cost Estimating

Predecessor:

BCE 208 Software Cost Estimating [Q2E]

BCF 209 Selected Acquisition Report

Predecessor:

BFM 209 Selected Acquisition Report [Q2F]

BCF 211 Acquisition Business Management

BCF 215 Operating and Support Cost Analysis

BCF 301 Business Cost Estimating Financial Management Workshop

BCF 802 Selected Acquisition Report Review

Predecessor:

BFM 210 Selected Acquisition Report Review

CAR 805 Contemporary Approaches to Acquisition Reform

CON 100 Shaping Smart Business Arrangements

CON 101 Basics of Contracting

Predecessors:

CON 102 Operational Level Contracting Fundamentals [PEC]
CON 103 Facilities Contracting Fundamentals [HEI]
Management of Defense Acquisition Contracts (Basic) - 8D-4320 [BDQ]
Management of Defense Acquisition Contracts (Basic) - CTC-142 [HEI]
Central Systems Level Contracting (G30BR6532-010) [PD6]
Defense Procurement Management (8D-4320) [BDQ]
Central Procurement Officer (G30BR6531-003)
Contract Management Officer (G30BR6531-004)
Systems/R&D Procurement Officer (G30BR6531-005)
R&D Procurement Officer (G30BR6531-006)
Contract Management, Systems R&D Officer (G30BR6531-007)
Organizational Level Contracting [PEC]
Base Procurement Officer (G30BR6531-002)
Base Level Contracting (G30BR6431-002)

CON 104 Principles of Contract Pricing

Predecessors:

CON 105 Operational Level Contract Pricing [QNU]
CON 106 Facilities Contracts Pricing [BDU]
Principles of Contract Pricing-QMT-170 [BDR]
Defense Cost and Price Analysis/Negotiation-PN [BDU]
Base Level Pricing - G30ZR6534-009 [QNU]

CON 202 Intermediate Contracting

Predecessors:

CON 211 Intermediate Contracting [BDN]
CON 221 Intermediate Contract Administration [BDO]
CON 222 Operational Level Contract Administration [PDQ]
CON 223 Intermediate Facilities Contracting [BE4]
Management of Defense Acquisition Contracts (Adv) -8D-F12 [BDN]
Contract Administration (Advanced) -PPM-304 [BDO]
Base Contract Administration - G3ZAR65170-002 [PDQ]
Advanced Contract Management (Construction) CTC-542 [BE4]

CON 204 Intermediate Contract Pricing

Predecessors:

CON 231 Intermediate Contract Pricing [BU6]
Intermediate Cost & Price Analysis QMT-345 [BCC]
Intermediate Pricing-QMT-340 [BCC]

CON 210 Government Contract Law

Predecessors:

CON 201 Government Contract Law [BDP]
CON 201(C) Government Contract Law (Construction) [BDP]
Government Contract Law PPM-302 [BDP]
Government Contract Law Construction CTC-302 [BDP]
Base Contract Law G30ZR6534-007 [PDT]
AFIT Contract Law 166 [PDT]
USAF ECI Correspondence Course 660

CON 232 Overhead Management of Defense Contracts

Predecessor:

Contract Overhead Management PPM-355 [BKA]

CON 233 Cost Accounting Standards Workshop

CON 234 Contingency Contracting

CON 235 Advanced Contract Pricing

CON 236 Contractual Aspects of Value Engineering

Predecessor:

CON 212 Contractual Aspects of Value Engineering [PAR]

CON 237 Simplified Acquisition Procedures

CON 243 Architect-Engineer Contracting

CON 244 Construction Contracting

CON 301 Executive Contracting

Predecessor:

Defense Acquisition Contracting Executive Seminar-ER [BB3]

CON 333 Management for Contracting Supervisors

Predecessors:

CON 311 Executive Pre-Award Contracting [BCL]
CON 321 Executive Contract Administration [BCM]
Management of Defense Acquisition Contracts (Exec)-ALMC-B5 [BCL]
Contract Administration-Executive-PPM-057 [BCM]

GRT 201 Grants Management

IND 101 Contract Property Administration Fundamentals

Predecessor:

Industrial Contract Property Administration-PPM-151 [PDM]

IND 102 Contract Property Disposition

Predecessor:

Defense Contract Property Disposition-ALMC-TY [PDQ]

IND 103 Contract Property Systems Analysis

Predecessor:

Defense Contract Property System Analysis-PPM-251 [BRL]

IND 201 Intermediate Contract Property Administration

Predecessors:

Advanced Contract Property Administration-PPM-300 [PDN]
Advanced Industrial Property Manager
AFIT Contract Law 166 [PDW]
USAF ECI Correspondence Course 660

IND 202 Contract Property Management Seminar

Predecessor:

Executive Contract Property Management Seminar-PPM-077 [BRM]

IRM 101 Basic Information Systems Acquisition

IRM 201 Intermediate Information Systems Acquisition

IRM 303 Advanced Information Systems Acquisition

Predecessors:

IRM 301 Information Technology Procurement Strategies [Q07]
AIS Procurement Strategies-PPS [Q07]
IRM 302 Information Technology Advanced Management Program [BA0]
Advanced Management Program-AMP [BA0]

LAW 801 Acquisition Law

LOG 101 Acquisition Logistics Fundamentals

LOG 201 Intermediate Acquisition Logistics

Predecessors:

Acquisition Logistics-AFIT-SYS-225 [JQH]
ILS Advanced Course-ALMC-IT [JR3]

LOG 203 Reliability and Maintainability

Predecessors:

Reliability & Maintainability Executive Overview-QMT-020 [AKA]
Reliability & Maintainability Overview - 8A-F30 [QMC]

LOG 204 Configuration Management

Predecessors:

Introduction to Configuration Management-SYS-028 [QMB]
Configuration Management-AMEC-12 [QNJ]
Configuration Management-SUP-CM [QNI]

LOG 205 Provisioning

Predecessors:

Provisioning Management-LOG-260 [QM7]
Army Provisioning Process-ALMC-AH [QBQ]

LOG 304 Executive Acquisition Logistics Management

PMT 202 Multinational Program Management

PMT 203 International Security and Technology Transfer/Control

PMT 250 Program Management Tools

PMT 304 Advanced International Management Workshop

PMT 352 Program Management Office Course

PMT 401 Program Manager Course

PMT 402 Executive Program Manager's Course (Formerly PMT 303)

PMT 403 Program Manager's Skills Course (ACAT III Programs)

PQM 101 Production and Quality Management Fundamentals

Predecessors:

DoD In-Plant QA-S89 [QAN]
PRD 101 Production Management Fundamentals [JQX]
QUA 101 Quality Assurance Fundamentals-AMEC-210 [BCS]

PQM 103 Defense Specification Management

Predecessor:

SPE 101 Defense Specification Management Course - ALMC 8D-F1 [BAP]

PQM 104 Specification Selection and Application

Predecessors:

PQM 104 Defense Specification Users Course [PAH]

SPE 102 Specifications in the Defense Acquisition Process-ALMC-DU [PAH]

PQM 201 Intermediate Production and Quality Management

Predecessors:

Defense Manufacturing Management Course-DSMC-13 [BD2]

DoD Acquisition Quality Assurance [BCR]

Production Management II-PPM-305 [JQY]

PRD 201 Intermediate Production Management [JQY]

QUA 201 Intermediate Quality Assurance-ALMC-QC [BCR]

Statistical Process Control - S81 [QCZ]

PQM 202 Commercial and Nondevelopmental Item Acquisition

PQM 203 Preparation of Commercial Item Descriptions

PQM 212 Market Research

PQM 301 Advanced Production, Quality, and Manufacturing

Predecessor:

PRD 301 Defense Acquisition Engineering, Manufacturing,
and Quality Assurance-DSMC-38 [BRK]

SAM 101 Basic Software Acquisition Management

SAM 201 Intermediate Software Acquisition Management

SAM 301 Advanced Software Acquisition Management

SYS 201 Intermediate Systems Planning, Research, Development and Engineering

Predecessors:

Systems Engineering Management Course-DSMC-28 [BE2]

Systems Engineering-A-F7 [BE2]

SYS 301 Advanced Systems Planning, Research, Development, and Engineering

TST 101 Introduction to Acquisition Workforce Test and Evaluation

TST 202 Intermediate Test and Evaluation

Predecessors:

T&E Management Course-DSMC-11 [BE3]

TST 201 Test and Evaluation Management-DSMC-11 [BE3]

TST 301 Advanced Test and Evaluation

EQUIVALENCIES**CONTRACTOR EQUIVALENCIES**

Contractor	DAU Course	Contractor Course	Effective Dates
Atlantic Management Center, Inc. 6066 Leesburg Pike, Suite 700 Falls Church, VA 22041 (703) 256-0509	CON 301	Executive Contracting Seminar for Federal Civilian Agencies	10/26/98- 09/30/02
Business Mgmt Research Associates, Inc. (BMRA) Fair Oaks Plaza, Suite 440 11350 Random Hills Road Fairfax, VA 22030 (703) 691-0868	CON 101	Acquisition Planning I Contract Formation I Contract Administration I	03/01/99- 09/30/02 03/01/99- 09/30/02 03/01/99- 09/30/02
	CON 104	Price Analysis Cost Analysis Federal Contract Negotiation	03/01/99- 02/04/04 03/01/99- 02/04/04 03/01/99- 02/04/04
	CON 202	Acquisition Planning II Contract Formation II Contract Administration II	05/01/01- 04/02/06 05/01/01- 04/02/06 05/01/01- 04/02/06
	CON 204	Intermediate Contract Pricing	03/01/99- 02/04/04
	CON 210	Government Contract Law	03/01/99- 02/04/04
ESI International 4301 Fairfax Drive, Suite 800 Arlington, VA 2203 (703) 558-3000	CON 101	Federal Contract Basics Source Selection: The Best Value Process Operating Practices in Contract Administration	02/25/02- 02/25/04 02/25/02- 02/25/04 02/25/02- 02/25/04
	CON 104	Contract Pricing Source Selection: The Best Value Process Negotiation Strategies and Techniques	03/28/02- 03/28/04 03/28/02- 03/28/04 03/28/02- 03/28/04
Management Concepts, Inc. (MCI) 8230 Leesburg Pike, Suite 800 Vienna, VA 22182 (703) 790-9595	CON 101	1022 Contract Administration I 1112 Contract Formation I 1111 Acquisition/Procurement Planning I	10/01/99- 02/04/04 10/01/99- 02/04/04 10/01/99- 02/04/04
	CON 104	1166 Price Analysis 1165 Cost Analysis 1016 Federal Contract Negotiation Techniques	10/01/99- 02/04/04 10/01/99- 02/04/04 10/01/99- 02/04/04
	CON 202	1211 Acquisition/Procurement Planning II 1212 Contract formation II 1213 Contract Administration II	10/01/99- 06/15/02 10/01/99- 06/15/02 10/01/99- 06/15/02
	CON 204	1204 Intermediate Contract Pricing	03/01/00- 02/04/04
	CON 210	1210 Government Contract Law	12/01/99- 02/04/04
	CON 243	1032 Architect-Engineer Services Contracting	11/01/99- 06/15/02
	CON 244	1021 Construction Contracting	03/01/99- 06/15/02
Northeast Procurement Institute, Inc. PO Box 1328 Edmonds, WA 98020 (425) 776-0414	CON 101	Acquisition Planning I Contract Formation I Contract Administration I	12/01/01- 01/22/04 12/01/01- 01/22/04 12/01/01- 01/22/04
	CON 104	Price Analysis Cost Analysis Federal Contract Negotiation Techniques	01/01/00- 11/28/03 01/01/00- 11/28/03 01/01/00- 11/28/03

Contractor	DAU Course	Contractor Course	Effective Dates
Northeast Procurement Institute, Inc. (Cont.)	CON 202	Acquisition Planning II	01/01/00- 04/15/02
		Contract Formation II	01/01/00- 04/15/02
		Contract Administration II	01/01/00- 04/15/02
	CON 204	Intermediate Contract Pricing	10/01/00- 10/15/03
	CON 210	Contract Law	01/01/00- 12/14/03
	CON 243	Architect and Engineering Services	01/01/00- 12/21/03

COLLEGE/UNIVERSITY EQUIVALENCIES

COLLEGE/UNIVERSITY	DAU Course	COLLEGE/UNIVERSITY COURSE	Effective Dates
Athens State University (formerly Athens College) 300 N Beaty Street Athens, AL 35611 (256) 233-8116	CON 101	PR 394 Introduction to Procurement	09/18/98- 09/18/01
Bowie State University 14000 Jericho Road Bowie, MD 20715-9465 (301) 860-4000	CON 101	CON 101 Fundamentals of Contracting	09/18/98- 09/18/03
	CON 104	CON 104 Fundamentals of Contract Pricing	09/18/98- 09/18/03
	CON 202	CON 202 Intermediate Contracting	09/18/98- 09/18/03
	CON 204	CON 204 Intermediate Contract Pricing	09/18/98- 09/18/03
	CON 210	CON 210 Government Contract Law	09/18/98- 09/18/03
College of Southern Maryland (formerly Charles County Community College) PO Box 910 LaPlata, MD 20646-0910 (301) 934-7518	CON 101	BAD 1451 Fundamentals of Contracting I	09/18/98- 09/18/02
		BAD 1461 Fundamentals of Contracting II	09/18/98- 09/18/02
	CON 104	BAD 1471 Fundamentals of Contract Pricing	09/18/98- 09/18/02
		BAD 1481 Negotiations	09/18/98- 09/18/02
	CON 210	BAD 1465 Government Contract Law	09/18/98- 09/18/02
	CON 211	BAD 1485/1486 Intermediate Contracting	Taken prior to 10/01/94
Florida Institute of Technology 1501 Robert J. Conlan Blvd NE Suite 140 Palm Bay, FL 32905 (321) 729-9774	CON 104	MGT 5214 Cost Principles, Effectiveness and Control	09/18/98- 09/18/03
		MGT 5218 Negotiations and Incentive Contracts	09/18/98- 09/18/03
	CON 104	BUS 5214 Advanced Procurement and Contract Management	Taken prior to 12/31/97
		BUS 5218 Contract Negotiation Incentive Contracts	Taken prior to 12/31/97
	CON 201	MAN 5231 Government Contract Law	Taken prior to 12/31/97
	CON 210	MGT 5231 Government Contract Law	07/23/98- 09/18/03
	CON 211	MAN 5211 Procurement and Contract Management Pre-Award	Taken prior to 10/01/94
	CON 221	MAN 5212 Advanced Procurement and Contract Management	Taken prior to 12/31/97

COLLEGE/UNIVERSITY	DAU Course	COLLEGE/UNIVERSITY COURSE	Effective Dates
George Washington University The School of Business and Public Management Department of Marketing, Logistics, and Operations Management 2121 I Street NW Washington, DC 20052 (202) 994-6380	CON 101	Pricing and Negotiation	Taken prior to 12/31/97
	CON 104	Procurement and Contracting	Taken prior to 12/31/97
	CON 221	Government Contract Administration	Taken prior to 12/31/97
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George College and State University Logistics Education Center 620 Ninth Street Robbins Air Force Base, GA 31098-2232	CON 201	Government Contract Law	Taken prior to 12/31/97
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Massachusetts Bay Community College 50 Oakland Street Wellesley Hills, MA 02481 (781) 239-3000	CON 101	GPC 101 Intro to Government Contracts Procurement/Contract Mgt	Taken prior to 12/31/97
	CON 104	GPC 201 Government Contract Cost and Price Analysis	Taken prior to 12/31/97
	CON 201	GPC 205 Government Contract Law	Taken prior to 12/31/97
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Middlesex Community College 33 Kearney Square Lowell, MA 01852-1987 (978) 656-3143	CON 101	BU 1112 Management of Defense Acquisition Contracts	Taken prior to 12/31/97
	CON 104	BU 8140 Principles of Contract Pricing	Taken prior to 12/31/97
	CON 201	BU 1113 Contract Negotiation BU 1106 Government Contract Law	Taken prior to 12/31/97 Taken prior to 12/31/97
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Northern Virginia Community College Business Division Alexandria Campus 3001 N Beauregard Street Alexandria, VA 22311 (703) 845-6313	CON 101	ACQ 121 Intro to Procurement and Contract Acquisition Mgt I	09/18/98- 05/15/02
		ACQ 122 Intro to Procurement and Contract Acquisition Mgt II	09/18/98- 05/15/02
	CON 104	ACQ 216 Cost and Price Analysis	09/18/98- 02/13/04
		ACQ 218 Negotiations of Contracts and Contract Modifications	09/18/98- 02/13/04
	CON 202	ACQ 221 Advanced Acquisition and Procurement Mgt I	09/18/98- 02/13/04
		ACQ 222 Advanced Acquisition and Procurement Mgt II	09/18/98- 02/13/04
	CON 204	ACQ 295 Intermediate Cost and Price Analysis	09/18/98- 02/13/04
	CON 210	ACQ 215 Contract Law	05/24/99- 02/13/04
	CON 221	ACQ 235 Intermediate Post-Award Contracting	Taken prior to 12/31/97
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COLLEGE/UNIVERSITY	DAU Course	COLLEGE/UNIVERSITY COURSE	Effective Dates
Pensacola Junior College Warrington Campus 5555 west Highway 98 Pensacola, FL 32507 (850) 484-2347	CON 101	PAD 1861 Acquisition and Procurement I	Taken prior to 12/31/97
		PAD 1862 Acquisition and Procurement II	Taken prior to 12/31/97
	CON 104	PAD 2886 Contract Pricing and Negotiation I	Taken prior to 12/31/97
		PAD 2887 Contract Pricing and Negotiation II	Taken prior to 12/31/97
	CON 201	PAD 1630 Government Contract Law	Taken prior to 12/31/97
	CON 211	PAD 1863 Acquisition and Procurement III	Taken prior to 10/01/94
	CON 221	PAD 1864 Acquisition and Procurement IV	Taken prior to 12/31/97
Richard Bland College of the College of William and Mary 11301 Johnson road Petersburg, VA 23805 (804) 862-6244	CON 101	BUS 253A Acquisition Part I	09/18/98- 09/18/03
		BUS 253B Acquisition Part II	09/18/98- 09/18/03
	CON 104	BUS 255A Principles of Contract Pricing I	09/18/98- 09/18/03
		BUS 255B Principles of Contract Pricing II	09/18/98- 09/18/03
	CON 210	BUS 256 Contract Law	09/18/98- 09/18/03
	CON 201	BUS 256 Contract Law	Taken prior to 12/31/97
San Diego City College Business Division 1313 Twelfth Avenue San Diego, CA 92101 (619) 532-3439	CON 101	Business 160 MDACC Basic Part I	Taken prior to 12/31/97 09/18/98- 09/18/01
		Business 162 MDACC Basic Part II	Taken prior to 12/31/97 09/18/98- 09/18/01
	CON 104	Business 164 Principles of Contract Pricing and Negotiation I	Taken prior to 12/31/97
		Business 166 Principles of Contract Pricing and Negotiation II	Taken prior to 12/31/97
	CON 201	Business 168 Government Contract Law	Taken prior to 12/31/97
	CON 202	Business 168 and 170 Intermediate Contracting	09/18/98- 09/18/01
	CON 211	Business 170 MDACC Advanced I	Taken prior to 10/01/94
	CON 221	Advanced Contract Administration	Taken prior to 12/31/97
Santa Ana College (formerly Rancho Santiago College) Garden Grove Center 11277 Garden Grove Blvd Garden Grove, CA 92843-1337 (714) 822-2301	CON 101	Management of Defense Acquisition Contract I	Taken prior to 12/31/97
	CON 104	Principles of Contract Pricing	Taken prior to 12/31/97
	CON 210	Government Contract Law	Taken prior to 12/31/97
	CON 211	Management of Defense Acquisition Contract II	Taken prior to 12/31/97
	CON 221	Advanced Contract Administration	Taken prior to 10/01/94
Tidewater Community College Portsmouth Campus 7000 College Drive Portsmouth, VA 23703 (757) 822-2301	CON 101	ACQ 121 Intro to Procurement and Acquisition Mgt I	Taken prior to 12/31/97
		ACQ 122 Intro to Procurement and Acquisition Mgt II	Taken prior to 12/31/97
	CON 104	ACQ 231 Principles of Pricing and Negotiations I	Taken prior to 12/31/97
		ACQ 232 Principles of Pricing and Negotiations II	Taken prior to 12/31/97
	CON 201	ACQ 215 Contract Law	Taken prior to 12/31/97

COLLEGE/UNIVERSITY	DAU Course	COLLEGE/UNIVERSITY COURSE	Effective Dates
Tidewater Community College (Cont.)	CON 211	ACQ 221 Advanced Procurement and Acquisition Mgt I	Taken prior to 10/01/94
University of California, Irvine University Extension PO Box 6050 Irvine, CA 92697 (949) 824-4661	CON 104 CON 201	Financial Aspects of Contract Mgt and Contract Acquisition and Negotiation Principles of Contract Formation and Contract Law: Performances and Remedies	Taken prior to 12/31/97 Taken prior to 12/31/97
University of Central Florida College of Business Admin Department of Management 4000 Central Florida Blvd Building 45 Orlando, FL 32816-1400 (407) 823-5569	CON 101 CON 104 CON 201 CON 221	Introduction to Federal Acquisition Cost and Price Analysis and Contract Negotiations Government Contract Law Contract Administration (Post-Award)	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97
University of Dallas Graduate School of Mgt Industrial Management Dept 1845 East Northgate Drive Irving, TX 75062 (972) 721-5354	CON 101 CON 104 CON 201 CON 221	MGT 6380 Pre-Award Procurement MGT 6348 Contract Pricing and Negotiation MGT 6381 Procurement Law MGT 6382 Post-Award Procurement	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97
Univ of the District of Columbia School of Business and PA 420 Connecticut Avenue NW Building 52, Suite 508 Washington, DC 20008 (202) 274-7000	CON 101 CON 104 CON 201 CON 211 IND 101	0211-305 The Federal Acquisition Systems 0211-406 Cost and Price Analysis 0211-408 Procurement Law 0211-306 Public Contracts 0211-405 Government Property Mgt	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 10/01/94 Taken prior to 12/31/97
University of Indianapolis School of Business 1400 East Hanna Avenue Indianapolis, IN 46227-3697 (317) 788-3378	CON 101 CON 104 CON 201 CON 221	Principles of Procurement Cost and Price Principles and Contract Negotiations Government Contract Law Advanced Contract Administration	Taken prior to 09/30/97 Taken prior to 09/30/97 Taken prior to 09/30/97 Taken prior to 09/30/97
University of Phoenix Academic Program Manager 4615 East Elwood Street Phoenix, AZ 85040 (480) 966-5394	CON 101 CON 104 CON 201 CON 221	GCM 601 Principles of the Acquisition Process GCM 603 Principles of Contract Pricing, Estimating, and Analysis GCM 607 Government Contract Negotiation Techniques GCM 606 Government Contract Law GCM 604 Management of Government	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97

Acquisition Contracts

COLLEGE/UNIVERSITY	DAU Course	COLLEGE/UNIVERSITY COURSE	Effective Dates
University of St Thomas 2115 Summit Avenue St Paul, MN 55105 (651) 962-5192	CON 101 CON 104 CON 221	MBGC 701 Principles of Procurement MBGC 702 Pricing and Negotiation MBGC 703 Advanced Contract Administration	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97
University of Virginia Div of Continuing Education 7054 Haycock Road Falls Church, VA 22043 (703) 536-1136	CON 101 CON 101 CON 104 CON 201 CON 204 CON 210 CON 221	PC 401 Procurement and Contracting PC 401 Procurement and Contracting Mgt (Resident Version) PC 403 Cost and Price Analysis PC 405 Negotiation of Contracts and Modifications PC 404 Principles of Law for Contract Formation PC 502 Advanced Cost and Price Analysis PC 506 Federal Acquisition Case Studies PC 402 contract Administration	Taken prior to 12/31/97 09/20/00- 07/20/03 Taken prior to 12/31/97 09/01/00- 12/14/03 Taken prior to 12/31/97 09/01/00- 12/14/03 Taken prior to 12/31/97 09/01/00- 11/04/02 09/06/00- 08/16/03 Taken prior to 12/31/97
University of West Florida Div of Administrative Studies 11000 University Parkway Pensacola, FL 32514-0102 (850) 474-2184	CON 101 CON 104 CON 201 CON 221	PAD 5855 Acquisition Management PAD 5857 Cost and Pricing PAD 5853 Contracting Negotiation PAD 5854 Government Contract Law PAD 5852 Advanced Contract Administration	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97
Webster University 470 East Lockwood Avenue St Louis MO 63119-3194 (314) 968-6972	CON 101 CON 104 CON 104 CON 201 CON 210	PROC 5000 Procurement and Acquisition Mgt PMG 583 Pricing PMG 584 Negotiations PROC 5830 Pricing PROC 5840 Negotiations PMG 589 Government Procurement Law PROC 5890 Government Contract Law	09/18/98- 09/18/02 Taken prior to 12/31/97 Taken prior to 12/31/97 09/18/99- 06/04/03 09/18/99- 06/04/03 Taken prior to 12/31/97 09/18/98- 09/18/02
West Coast University 4021 Rosewood Avenue 3rd Floor Los Angeles, CA 90004 (877) 505-4928	CON 211 CON 211 CON 201	BMGT 574 Contract Administration BMGT 577 Systems Acquisition and Program Management BMGT 575 Legal Issues in Acquisition	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97
Western New England College Off-Campus Division Devens Center Sherman Square Technology Park 94 Jackson Road Suite 211 Devens, MA 01432	CON 101 CON 104 CON 201 CON211 CON 104	MAN 202 Principles of Acquisition Contracting MAN 203 Principles of Contract Pricing LS 403 Government Contract Law LS 692 Principles of Government Contracting AC 640 Principles of Cost and Price Analysis MAN 401 Contract Negotiations	Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 12/31/97 Taken prior to 10/01/94 Taken prior to 12/31/97 Taken prior to 12/31/97

COLLEGE/UNIVERSITY	DAU Course	COLLEGE/UNIVERSITY COURSE	Effective	Dates
Western New England College Off-Campus Division (Cont.) Hanscom Center ABG/DPE, Building 172B Hanscom Air Force Base, MA 01731-5000	CON 221	LS 693 Administration of Government Contracts	Taken prior to 12/31/97	

DoD SCHOOL EQUIVALENCIES

DoD School	DAU Course	DoD Course	Effective	Dates
Air Force Institute of Technology (AFIT) (937) 255-7777 DSN: 785-7777	CON 104	CMGT 545 Cost and Price Theory	12/12/94-	09/30/98
	CON 210	LAWS 550 Legal Principles of Government Contracting	12/12/94-	09/30/98
	LOG 205	LOG 260 Provisioning Management	08/01/96-	09/30/98
Army Logistic Management College (ALMC) (804) 765-4980/4737	ACQ 101	Materiel Acquisition Management (MAM) Course	11/01/96-	08/23/02
	ACQ 201	Materiel Acquisition Management (MAM) Course	01/01/97-	08/23/02
Information Resources Management College (IRMC) (202) 685-6300	IRM 303	Advanced Management Program (AMP)	09/01/96-	09/30/98
Naval Postgraduate School (831) 656-2441/2 DSN: 878-2441/2	ACQ 101	MN 3221 Principles of Acquisition and Program Mgt I	03/01/96-	09/30/01
	ACQ 101	MN 3331 Principles of systems Acquisition and Program Mgt	04/01/00-	09/30/03
	ACQ 201	MN 3331 Principles of Systems Acquisition and Program Mgt	04/01/00-	09/30/02
	ACQ 201	MN 3222 Principles of Acquisition and Program Mgt II	03/01/96-	09/30/01
	CON 101	MN 3303 Principles of Acquisition and Contract Management	10/01/92-	09/30/03
	CON 104/ 204	MN 3304 Contract Pricing and Negotiations	10/01/92-	09/30/03
	CON 202	MN 3315 Acquisition Management and Contract Administration	10/01/92-	09/30/03
	CON 210	MN 3312 Contract Law	10/01/92-	09/30/03
	CON 301	MN 2302 Seminar for Acquisition and Contracting Students	10/01/92-	09/30/03
	CON 333	MN 4371 Acquisition and Contracting Policy	08/01/97-	09/30/03
	LOG 304	MN 4470 Strategic Planning and Policy for the Logistics Manager	08/01/97-	09/30/03
	PMT 302	Advanced Acquisition Program (AAP)	02/01/01-	08/03/05
	PQM 101/ 201	MN 3384 Principles of Acquisition Production and Quality Mgt	03/01/97-	09/30/03

DoD School	DAU Course	DoD Course	Effective Dates
Naval Postgraduate School (Cont.)	SAM 201	MN 3309 Acquisition of Embedded Weapon Systems Software	11/01/97- 09/30/03
	SYS 201	EO 4011 Systems Engineering for Acquisition Managers	06/14/96- 09/30/03
	SYS 301	MN 4012 Management of Advanced Systems Engineering	08/04/00- 09/30/03
	TST 202/ 301	OS 4601 Test and Evaluation	10/01/94- 09/30/03
	TST 202	OS 460 Test and Evaluation Management	03/01/96- 09/30/01
		<u>Acquisition and Contract Management (815/835)</u>	10/01/92- 09/30/03
		<u>Degree Program</u>	
		CON 101, 104, 202, 204, 210, 301, 333	
		<u>System Acquisition Management (816/836)</u>	
		<u>Degree Program</u>	
	ACQ 101		03/01/96- 09/30/03
	ACQ 201		03/01/96- 09/30/02
	CON 101		03/01/96- 09/30/03
	LOG 304		08/01/97- 09/30/03
	PMT 302		03/01/96- 09/30/03
	PQM 101		03/01/96- 09/30/03
	PQM 201		03/01/96- 09/30/03
	SAM 201		11/01/97- 09/30/03
	SYS 201		03/01/96- 09/30/03
	TST 202		03/01/96- 09/30/03
	TST 301		01/01/97 09/30/03
Naval War College (401) 841-2015 DSN: 948-2015	ACQ 201	FE 574 Principles of Acquisition and Program Management	10/01/97- 09/30/02
	SYS 201	WE 548 DoD Weapons Systems Development and Deployment	01/11/95- 09/30/01
345th Training Squadron DSN: 472-4936	ACQ 101	Acquisition Fundamentals (5 Weeks) (L30QR63A1-001)	01/11/95- 09/30/00
	CON 101	Contracting Fundamentals (L30BR64P1-000)	10/01/00- 06/03/06
	CON 101	Contracting Apprentice (L3ABR6Co31-005)	03/01/01- 06/03/06
		Contracting Career Development (CDC6C051A/CDC6C051B)	03/01/01- 06/03/06
	PUR 101	Purchasing 101 (L3ABR6Co31-005)	10/01/97- 09/30/98
US Air Force Test Pilot School (661) 277-3131 DSN: 527-3131	TST 202	Test Pilot School	06/01/96- 09/30/98
			05/01/99- 09/30/03
US Army Command and General Staff College (913) 684-5329	ACQ 201	A425 Intermediate Systems Acquisition	06/01/99- 09/30/02
	CON 101	A423 Contract Fundamentals	01/01/97- 09/30/02
	CON 104	A424 Contract Pricing	01/01/97- 09/30/02
	CON 204	A427 Intermediate Contract Pricing	06/01/99- 09/30/02

CON 210

U254 Government Contract Law

06/01/99- 09/30/02

DoD School	DAU Course	DoD Course	Effective Dates
US Army Command and General Staff College (Cont.)	IRM 201	A426 Intermediate Information Systems Acquisition	06/01/99- 09/30/02
US Army Test and Evaluation Command (ATEC) (703) 695-7389 DSN: 225-7389	TST 202	Army Test and Evaluation Basic Course (TEBC)	03/27/00- 08/27/03
US Navy Engineering Duty Officer School (805) 982-6157	ACQ 101 ACQ 201	EDO Basic Course	12/21/95- 09/30/98 01/01/97- 09/30/02
US Navy Test Pilot School (301) 342-4131 DSN: 342-4131	TST 101 TST 202	Test Pilot School	06/01/97- 09/30/03 10/01/96- 09/30/98 05/01/99- 09/30/03

Appendix B

Career Field Descriptions

Auditing

The auditing career field applies to contract auditors within the DoD who are involved with auditing defense-funded contracts. Contract auditors may be involved in the performance and supervision of audits, in technical specialty areas relating to audits, in the development of audit policies and procedures, or in the overall management and control of an audit organization.

Acquisition Logistics

The acquisition logistics career field includes individuals who are involved in Integrated Logistics Support activities as defined in DoD Directive 5000.1 and DoD Instruction 5000.2. They manage logistics activities associated with the procurement, integration and fielding support systems/environment, weapons systems/equipment, or system modifications.

Business, Cost Estimating, and Financial Management

The business, cost estimating and financial management career field includes individuals responsible for financial planning, formulating financial programs, and administering budgets. They are also responsible for the expenditure, obligations and accountability of funds, cost and schedule performance management of contractors, and cost estimating. Additional duties include advising or assisting commanders, program managers and other officials in discharging all aspects of their responsibilities for business management in direct support of the defense acquisition process. This career field include various disciplines which are divided into two tracks for career planning purposes: Business and Financial Management and Cost Estimating.

Communications-Computer Systems

The communications-computer systems career field includes Computer Systems Analysts, Information Management Specialists, Telecommunications Managers, Software/Automation Specialists, Computer Engineers, etc., directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, and firmware products) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. This includes computer ancillary equipment, software, telecommunications, and other related services. The employee identifies requirements, writes and/or reviews specifications, identifies costs, obtains resources (manpower, funding and training), tests, evaluates, plans, obtains, and manages life cycle support (operations, maintenance and replacement).

Contracting

The contracting career field includes the positions of Contract Negotiator, Contract Specialist, Contract Termination Specialist, Contract Administrator, Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, and Termination Contracting Officer. Individuals in this career field develop, manage, supervise, or perform policies and procedures involving the procurement of supplies and services; construction, research and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation and award of contracts through sealed bidding or negotiation procedures; all phases of contract administration; and termination or close-out of contracts. The employee is required to have knowledge of the legislation, policies, regulations and methods used in contracting, as well as knowledge of business and industry

practices, sources of supply, cost factors, cost and price analysis techniques and general requirements characteristics.

Industrial Contract Property Management

The industrial contract property management career field includes Industrial Property Management Specialist, Property Administration, Industrial Plant Clearance Specialist, Plant Clearance Officer, and Contract and Industrial Specialist (if assigned property management responsibilities). Individuals in this career field include personnel who perform, manage, supervise or develop policies and procedures for professional work. It may involve the acquisition, control, management, use and disposition of Government-owned property used by contractors or storage to support future contractual requirements. Responsibilities include providing guidance, counsel and direction to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing Government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating a contractor's property management system and approving the system or recommending disapproval; developing and applying property systems analysis programs to assess the effectiveness of contractors Government property management systems. These functions are normally performed by property administrators, as part of the contract administration office team, and as required by Parts 42.3, 45 and 245 of the FAR and DFAR. Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of the DFAR requirements. Civilian occupational series 1103 (Property Administration and Plant Clearance) is also included in the industrial property management career field regardless of organization.

Manufacturing, Production, and Quality Assurance

Acquisition-related manufacturing and production career field duties vary greatly in managerial, administrative and technical content. Acquisition-related contractor and manufacturing and production duties usually involve program management or monitoring the manufacturing and production efforts of private sector contractors. The Quality Assurance Specialist manages quality assurance activities to establish essential quality standards and controls; develops and executes plans that focus on quality of design, quality of conformance and fitness for use; integrates quality plans into the system engineering process; develops policies, procedures and test provisions and quality requirements in specifications, standards and solicitations; evaluates quality assurance during acquisition such as design reviews, functional and configuration audits, production readiness reviews and milestone reviews.

Procurement/Purchasing Technician

Individuals in the procurement/purchasing career field are typically purchasing agents or supervisory purchasing agents. This career field requires the individual to purchase, rent or lease supplies, services and equipment through either formal open-market methods or competitive bid procedures with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. It requires knowledge of commercial supply sources and common business practices for roles, discounts, deliveries, stocks and shipments.

Program Management

The program management career field includes, but is not limited to, Program Managers, Deputy Program Managers or Program Executive Officer positions. Other examples include staff positions such as Program Analyst or Program Integrator. Responsibilities may be broad or focused and may be line or staff in nature. This career field does not cover positions associated with other programs such as communications-computer or basic research programs.

Systems Planning Research, Development, and Engineering

Personnel who work in this career field are usually engineers and scientists with degrees performing systems planning, research and development and/or other engineering tasks. These individuals may include managers or technical specialists in engineering, chemistry, physics, operations research, mathematics, and computer science fields who directly support acquisition programs, projects, or

activities. These positions require the incumbent to plan, organize, monitor, oversee and/or perform engineering activities that relate to the design, development, fabrication, installation, modification or analysis of systems or system components. Duties may require identification, establishment, organization or implementation of acquisition engineering objectives and policies or establishment of specifications.

Test and Evaluation

Individuals who work in this career field are usually aeronautical, astronautical, aerospace and chemistry engineers and scientists with degrees performing test and evaluation in support of acquisition. They include managers and technical specialists in engineering, physics, operations research, mathematics and computer science fields who are responsible for planning, monitoring, conducting and evaluating tests of prototypes, new or modified weapon systems equipment or materiel. They also analyze, assess and evaluate test data and results, prepare assessments of test data and results and write reports of findings.